

Town Council Meeting held Monday 15th October 2018

Northallerton Town Council
Held 7 p.m., Upper Hall, Town Hall, Northallerton

In Attendance: Councillors: J Forrest (Chairman)
P Atkin, K Bowler, J Dobson, P Forster,
C Palmer, J Prest, D Robertson, S Williams

Officer: J Johnstone

TC/1238	To receive apologies for absence: Cllrs Archer, Barber and Cullen																				
Resolved:	Apologies are received																				
TC/1239	To receive declarations of interest from Councillors on Agenda Items:																				
Resolved:	None																				
TC/1240	To receive requests for dispensation:																				
Resolved:	None																				
TC/1241	To receive police report																				
Resolved:	<p>The police report is received</p> <p>Over the last month the following crimes and ASB have been reported –</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Anti Social Behaviour (ASB)</td><td style="text-align: right;">- 41 reports</td></tr> <tr><td>Autocrime</td><td style="text-align: right;">- 2 reports</td></tr> <tr><td>Dwelling burglary</td><td style="text-align: right;">- 3 reports</td></tr> <tr><td>Commercial burglary/other</td><td style="text-align: right;">- 3 reports</td></tr> <tr><td>Criminal damage</td><td style="text-align: right;">- 12 reports</td></tr> <tr><td>Theft (all including from shop)</td><td style="text-align: right;">- 24 reports</td></tr> <tr><td>Violence against the person</td><td style="text-align: right;">- 18 reports</td></tr> <tr><td>Other crimes inc Drugs</td><td style="text-align: right;">- 13 reports</td></tr> <tr><td>HateCrime</td><td style="text-align: right;">- 0 reports</td></tr> <tr><td>Total inc other crimes</td><td style="text-align: right;">- 116 reports</td></tr> </table> <p>OTHER NEWS –</p> <p>Youth ASB Northallerton Neighbourhood Policing Team, Safer Hambleton and the Hambleton Partnership Hub took another step closer to reducing anti-social behaviour (ASB) in the town by successfully obtaining a Criminal Behaviour Order (CBO) against a 16 year old male who lives in the town. The conditions include a curfew 7pm until 7am, exclusion out of the town centre and non-association with a number associates also linked to ASB. This is in addition to the previous CBO obtained in June against a 15 year old female. Work continues with other nominals in the town including acceptable behaviour contracts and preparatory work for further CBOs and meetings with the businesses affected by the ASB, to share information but also support them and advise them of strategies to prevent further problems.</p> <p>Thank you to the Town Council</p> <p>Linked to the previous news item and the setting up of the Northallerton Youth Space as a further strategy to combat the ASB in the town, can I thank the Town Council for offering free use of the Lower Hall for this venture. This will go a long way to ensuring the long term sustainability of this worthwhile project which is appreciated by not only our young people but also the partnership agencies, volunteers and community involved on delivering the objective of reducing ASB and making Northallerton the safest it can be.</p>	Anti Social Behaviour (ASB)	- 41 reports	Autocrime	- 2 reports	Dwelling burglary	- 3 reports	Commercial burglary/other	- 3 reports	Criminal damage	- 12 reports	Theft (all including from shop)	- 24 reports	Violence against the person	- 18 reports	Other crimes inc Drugs	- 13 reports	HateCrime	- 0 reports	Total inc other crimes	- 116 reports
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TC/1242	Public Forum No comments or questions from the public
TC/1243	Mayors statement
	<p>1/ The Youth Space now seems to be getting bigger than ever. 2/ Our bonfire and firework display will take place at 1830 on the Applegarth and the main sponsors are Chatsworth Windows and Viking Promotions. 3/ Remembrance service and march past is on the 11th November and to represent the Queen it will be the Deputy Lord LT. 4/ HRH Princes Ann is visiting Save The Children on Thursday. 5/ We have been informed that the Post Office is to close next year now an agender item. 6/ In September 2019 the UCI World Championship Road Race takes place and Northallerton has a start for the time trials. 7/ The community group are now planning activities for 2/12/2018 and it is called Santa Christmas Party.</p> <p><u>VISITS</u> 1/ Food share AGM 2 Litter picking with Northallerton Wombles. 3/ Hub meeting at police HQ.</p>
TC/1244	To receive and approve the minutes: a. Town Council Meeting 17 th September 2018
Resolved:	The minutes are received and approved a. Town Council Meeting 16 th July 2018 All in favour
TC/1245	To consider all matters relating to Health and Safety and Health and Wellbeing of Northallerton Town Council
Resolved:	None
TC/1246	To consider all matters relating to Northallerton and Romanby JBC Northallerton residents have been complaining that the JBC Clerk is no longer located at the Town Hall and is not easily contactable. Cllr Dobson asked for a letter to be written to request the Clerk is moved back to the Town Hall, it was also said that they are a Town Council Committee and should be told not asked. Why is the Town Council also paying for the Chapel when they pay precept it is ultravires.
Resolved:	A letter is written requesting the JBC to consider the Clerk working from the Town Hall a named vote was requested For Cllr J Forrest, P Atkin, K Bowler, J Dobson, P Forster, C Palmer, J Prest, D Robertson, S Williams (All in Favour)
TC/1247	To discuss the closure of Northallerton Post Office Whilst the consultation isn't due to start until the New Year and the closure is scheduled to take place next Summer I think we need to make an early decision to object to the proposed closure so that we have adequate time in which to prepare a proper strategy. The Government figures for the number of people who made representations about the closure of 8 Magistrates Courts in the UK this year nationally totalled just over 700. The highest number was in respect of Cambridge Magistrates Court which incidently was kept open. The response from our local area can at best be described as pathetic. No wonder it closed! We have lost our local Post Offices already, we've lost the Magistrates Court, the bus station, very nearly lost the Hospital, and now probably the main Post Office. It's a proven fact that to make savings the Conservative Government targets areas where they have substantial Parliamentary majorities such as Northallerton, Harrogate, Beverley and York and so minimise their own risk. We need to get out there in due course and make sure we get as many residents as possible to object to this closure. This is probably the last chance this current Council will get to try to do something positive for the town. Let's join together and make a big effort. We can only agree in principle until we had official notification, it was suggested that a letter is written to the post office and the 2016 agreement is mentioned in the letter.

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Resolved:	a. Write a letter to the post office All in favour b. If a response is received before the next meeting an EO meeting must be arranged to discuss it All in favour						
TC/1248	To discuss conclusion on consultants report on Bullamoor and Applegarth Bridges The costs are only estimated until tenders have gone out.						
Resolved:	The consultants are contacted and asked to go out for tenders All in favour						
TC/1249	To discuss and agree Amenities staffing level						
Resolved:	This item to go the a Staffing Meeting next week 8 for 1 abstention						
TC/1250	Clerks Report Cllr Palmer thanked the 2 caretakers for the decorating. Cllr Dobson said he was meeting the drainage contractor at Bullamoor tomorrow and the existing stonemason on Thursday regarding the remaining works on the Church Wall.						
Resolved:	Clerks report and comments are received All in favour						
TC/1251	To agree winter closing of the toilets on a Sunday. The Town Hall toilets will close on a Sunday from 1 st November 2018 and reopen on a Sunday from 1 st March 2019.						
Resolved:	The toilet winter closure is agreed All in favour						
TC/1252	To receive Correspondence list						
	Received	Meeting Date		From	Subject	Priority Level	Date forwarded to Cllrs/Mtg Date
	28/09/2018	15/10/2018	184	Great North Air Ambulance	Consideration to donating a grant	1	10/10/2018
	25/09/2018	15/10/2018	183	Northallerton School & sixth form college	Annual awards evening 18/12/2018	1	10/10/2018
	09/10/2018	15/10/2018	182	NYCC - Melanie Carr	North yorkshire local access forum - Recruitment of voluntary members	0	09/10/2018
	09/10/2018	15/10/2018	181	Sally Anderson - Homegrown food festival	Requesting use of the Applegarth site for HGF 30/06/2019	1	09/10/2018
	08/10/2018	15/10/2018	180	HDC - Peter Cole	Northallerton & Villages community forum AGM 18/10/2018	0	08/10/2018
	01/10/2018	15/10/2018	179	Sheena - YLCA	NALC Chief executives Bulletin	0	01/10/2018
	01/10/2018	15/10/2018	178	NYCC - Jonathon	Vehicle activated signs review	0	01/10/2018

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Chairman.....

Clerk

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	02/10/2018	15/10/2018	177	Northallerton Auctions Ltd	Goodwill gesture to open their car park for 5th November 2018 Bonfire/Firework display	0	03/10/2018
	18/09/2018	15/10/2018	176	South Tees Hospitals NHS Trust	Stakeholder update September 2018	0	18/09/2018
	20/09/2018	15/10/2018	175	HRWCCG NHS	Local NHS supports national campaign to improve dementia diagnosis rates	0	20/09/2018
	11/09/2018	15/10/2018	174	HRWCCG NHS	Local CCG gets outstanding rating for cancer services	0	11/09/2018
Resolved:	<p>a. Letters are wrote to requests for donations to say donations are presented in May All in favour</p> <p>b. Letter to Homegrown food festival inviting them to the next Town Council meeting and requesting 2019 events plan before the meeting, have they outgrown the Applegarth All in favour</p> <p>Correspondence list is agreed All in favour</p>						
TC/1253	To receive Planning List 58						
	TC Ref	LA App Ref		Proposal	Location		Cllr Comments
	18/058/501	18/02053/FUL		Proposed alterations and extensions to eisting dwelling incl detached garage/ext store	Newstead 6 stokesley road Northallerton		Town Council No Observations
	18/058/500	18/02131/FUL		Change of use from A1 (shop) to D1 (non-residential institution) community use.	5 Garthway arcade Northallerton DL7 8NS		Cllr Ken Bowler No Observations Cllr Claire Palmer No Observations Cllr John Forrest Made Observation Cllr Jack Dobson No Observations
	18/058/499	18/02050/MR C		Application for variation of conditions 2 & 14 (approved drawings) for previously approved application 17/00584/FUL: New proposal to show change of accomodation for residential care home (63 bedrooms) 31 extra care apartments and a 69 bedroom hotel. As new drawings submitted to Hambleton District coouncil on 24/9/2018	Land adjacent willow beck west of railway line finkills way Northallerton		Cllr Ken Bowler No Observations Cllr Claire Palmer No Observations Cllr John Forrest No Observation Cllr Jack Dobson No Observations

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18/058/498	18/02109/FUL	Two storey extension to side of property	25 Scholla View Northallerton	Cllr Ken Bowler No Observations Cllr Claire Palmer No Observations Cllr John Forrest No Observation Cllr Jack Dobson No Observations
18/058/497	18/02010/FUL	Restrospective Application for the change of use of agricultural land for the permanent siting of a static caravan and installation of an underground packaged sewage treatment plant.	Malt shovel farm darlington road northallerton	Cllr Ken Bowler No Observations Cllr Claire Palmer No Observations Cllr John Forrest No Observation Cllr Jack Dobson No Observations
18/058/496	18/01849/FUL	Erection of cinema (use class D2) with 3 food and beverage units at ground floor (use classes A3 and/or A4 and or A5) Erection of 3 retail units (use class A1). Change of use and conversion of existing buildings from prison to office space (use class B1a) 4 residential units (use class C3) 2 retail units (A1) and 2 food and beverage units (use classes A3 and/or A4 and/or A5) Including alterations and extensions. Associated public realm and landscaping including new civic square, car parking, servicing areas and new vehicular and pedestrian accesses	The Treadmills east road Northallerton	Cllr Graham Cullen No Observations Cllr John Forrest No Observations Cllr Paul Atkin undecided Cllr Ken Bowler No Observations Cllr John Prest No Observations Cllr Dobson No Observations
18/058/495	18/01850/LBC	Listed building consent for internal and external alterations to former prison buildings	The Treadmills east road Northallerton	Cllr Graham Cullen No Observations Cllr John Forrest No Observations Cllr Paul Atkin undecided Cllr Ken Bowler made observations - If the alterations are going to change the image of the listed building internally and externally dramatically then he rejects the idea. Cllr John Prest No Observations Cllr Dobson No Observation
18/058/494	18/01898/FUL	Proposed two storey extension to the side of an existing dwelling - RECONSULTING Due to reduction in height	15 Valley road Northallerton DL6 1ET	Cllr Graham Cullen No Observations Cllr John Forrest No Observations Cllr Paul Atkin undecided Cllr Ken Bowler No Observations Cllr John Prest No Observations Cllr Dobson No Observation
Resolved:	Planning list 58 is agreed All in favour			

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TC/1254	To receive PKF Littlejohn LLP external audit report																																																																																																									
Resolved:	The external audit report is received All in favour																																																																																																									
TC/1255	To receive Financial Report to 30th September 2018																																																																																																									
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TC/1256	<p>To receive Orders and Payments</p> <p style="text-align: right;">Orders</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date Raised</th> <th style="width: 20%;">Supplier/Payee</th> <th style="width: 15%;">Order Ref.</th> <th style="width: 45%;">Details</th> <th style="width: 5%;">Net</th> </tr> </thead> <tbody> <tr> <td>04/10/2018</td> <td>Jewson</td> <td>1819/3549</td> <td>7 Corner Mouldings and Glue</td> <td>74.74</td> </tr> <tr> <td>04/10/2018</td> <td>Jewson</td> <td>1819/3548</td> <td>4 Corner Mouldings</td> <td>34.64</td> </tr> <tr> <td>26/09/2018</td> <td>Sam Turners</td> <td>1819/3547</td> <td>12 Compost</td> <td>33.24</td> </tr> <tr> <td>26/09/2018</td> <td>Ravensworth</td> <td>1819/3546</td> <td>Part Spring planting</td> <td></td> </tr> <tr> <td>21/09/2018</td> <td>Farrows</td> <td>1819/3545</td> <td>Skip collection and empty</td> <td>140.00</td> </tr> <tr> <td>21/09/2018</td> <td>E C Jarreds</td> <td>1819/3544</td> <td>Stationery</td> <td>22.79</td> </tr> <tr> <td>21/09/2018</td> <td>YPO</td> <td>1819/3543</td> <td>Cleaning Materials</td> <td></td> </tr> <tr> <td>21/09/2018</td> <td>Neil Gell Plumbing</td> <td>1819/3542</td> <td>Replace Gents toilet and repair flush ladies</td> <td>150.00</td> </tr> <tr> <td>21/09/2018</td> <td>Artisan Tree Services</td> <td>1819/3541</td> <td>Emergency works to remove tree at Winton Road</td> <td>600.00</td> </tr> <tr> <td>20/09/2018</td> <td>Sam Turners</td> <td>1819/3540</td> <td>Combination lock</td> <td>17.00</td> </tr> <tr> <td></td> <td></td> <td>1819/3539</td> <td></td> <td></td> </tr> <tr> <td>19/09/2018</td> <td>CANCELLED</td> <td>1819/3538</td> <td></td> <td></td> </tr> <tr> <td>19/09/2018</td> <td>Schools ICI</td> <td>1819/3537</td> <td>WiFi network</td> <td>2348.50</td> </tr> <tr> <td>18/09/2018</td> <td>Neil Gell Plumbing</td> <td>1819/3536</td> <td>Gents toilet</td> <td>30.00</td> </tr> <tr> <td>18/09/2018</td> <td>Sam Turners</td> <td>1819/3535</td> <td>70 bags compost spring planting</td> <td>189.70</td> </tr> <tr> <td>18/09/2018</td> <td>Jewson</td> <td>1819/3534</td> <td>Paint for Town Hall</td> <td>150.00</td> </tr> <tr> <td>14/09/2018</td> <td>Sam Turners</td> <td>1819/3533</td> <td>2 pair Work Trousers</td> <td>38.00</td> </tr> <tr> <td>10/09/2018</td> <td>Sam Turners</td> <td>1819/3532</td> <td>Shackle and Chain</td> <td>33.60</td> </tr> <tr> <td>10/09/108</td> <td>Jacques Amand</td> <td>1819/3531</td> <td>Bulbs spring planting</td> <td>323.50</td> </tr> <tr> <td>06/09/2018</td> <td>Sam Turners</td> <td>1819/3530</td> <td>Combination lock</td> <td>17.00</td> </tr> </tbody> </table>	Date Raised	Supplier/Payee	Order Ref.	Details	Net	04/10/2018	Jewson	1819/3549	7 Corner Mouldings and Glue	74.74	04/10/2018	Jewson	1819/3548	4 Corner Mouldings	34.64	26/09/2018	Sam Turners	1819/3547	12 Compost	33.24	26/09/2018	Ravensworth	1819/3546	Part Spring planting		21/09/2018	Farrows	1819/3545	Skip collection and empty	140.00	21/09/2018	E C Jarreds	1819/3544	Stationery	22.79	21/09/2018	YPO	1819/3543	Cleaning Materials		21/09/2018	Neil Gell Plumbing	1819/3542	Replace Gents toilet and repair flush ladies	150.00	21/09/2018	Artisan Tree Services	1819/3541	Emergency works to remove tree at Winton Road	600.00	20/09/2018	Sam Turners	1819/3540	Combination lock	17.00			1819/3539			19/09/2018	CANCELLED	1819/3538			19/09/2018	Schools ICI	1819/3537	WiFi network	2348.50	18/09/2018	Neil Gell Plumbing	1819/3536	Gents toilet	30.00	18/09/2018	Sam Turners	1819/3535	70 bags compost spring planting	189.70	18/09/2018	Jewson	1819/3534	Paint for Town Hall	150.00	14/09/2018	Sam Turners	1819/3533	2 pair Work Trousers	38.00	10/09/2018	Sam Turners	1819/3532	Shackle and Chain	33.60	10/09/108	Jacques Amand	1819/3531	Bulbs spring planting	323.50	06/09/2018	Sam Turners	1819/3530	Combination lock	17.00
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Payments				
Chq.	Invoice Date	Supplier/Payee	Details	Net
305195	04/10/18	Petty Cash	Petty Cash	187.74
305194	08/08/18	J T Atkinson	Reinforcing Bars	22.63
305193	24/09/18	Fox's Signs	Plaque for commemorative tree	24.00
305192	07/10/18	NYCC	Office 365 annual renewal	457.92
	03/10/18	NYCC	Cllr Emails	457.92
305191	01/10/18	Aquaid	19L Aquaid x2	5.50
	16/01/18	Aquaid	19L Aquaid x2	11.00
305190	30/09/18	RJ Farrow	Skip waste 12/09 29/09	350.00
305189	21/09/18	Structural & Civil Consultants Ltd	Inspection & Addendum Reports	750.00
305188	23/09/18	PKF Littlejohn	Year end 17/18 Audit	800.00
305187	20/09/18	TWC	Hygiene services 07/10/10-06/01/18	395.00
	20/09/18	TWC	Hand dryer contract	17.50
305186	CANCELLED			
305186	28/09/18	Jacques Amand International Ltd	Spring bulbs	312.50
305184	29/09/18	C.E & C.M Walker Ltd	1x 11/09 2x27/09 Grass cutting	950.00
305183	28/09/18	H2O So Clean	Window Cleaning	125.00
305182	27/09/18	Northallerton Commercials	Vehicle service and check	101.56
305181	18/09/18	Jewson	Paint for Town Hall	233.70
	31/08/18	Jewson	Paint for Town Hall	57.59
305180	02/10/18	Post Office Counters	NU56GSY	250.00
305179	18/09/18	Whitehead Assos Ltd	Survey on HC and ash trees	250.00
305178	13/09/18	Procam Fieldcare North	1x Mentor 5L	39.75
305177	07/09/18	CBG Telecom	Telephone charges	103.38
305176	12/09/18	Inktoprint	Jettec cartridge black	31.66
305175	30/04/18	AHC	Eliet major service and rotovator service	288.38
	30/04/18	AHC	Generator service and repair and blower	84.77
	31/08/18	AHC	Mower repair to front wheel	30.00

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Chairman.....

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		31/08/18	AHC	multiple hires	25.75
		31/08/18	AHC	Stihl cut off saw repair recoil	20.00
	305174	14/03/18	TW Johnson	Repair to top hall lights and new installation	502.56
		31/08/18	TW Johnson	Wake room light fitting works	164.86
		31/08/18	TW Johnson	Basement light fittings works for h&s	202.64
		31/08/18	TW Johnson	Clerks office works to light fittings for h&s	371.08
	305173	06/09/18	Total gas & power	Electricity basement	120.33
	305172	13/08/18	JT Atkinson	Len reinforcing bar 3mx12mm	9.80
		09/08/18	JT Atkinson	Len reinforcing bar 3mx12mm	24.50
	305171	22/08/18	NYCC	Annual 2018/19 sharepoint new users and support	120.00
	305170	16/03/18	Aquaid	2x plastic cups and 2 x 19L water	16.18
		31/03/18	Aquaid	Sanitization x1 and x2 19L water	26.00
		31/08/18	Aquaid	19L Aquaid x2	11.00
		16/09/18	Aquaid	x1 Recycable cups x2 19L water x1 santization	28.59
	305169	29/08/18	Jarreds	multi purpose labels	9.95
	305168	17/08/18	NBB Recycled Furniture	Concrete fixing kit for furniture	36.00
	305167	31/08/18	Harker Hydraulics	1x tail lift service and weight test 22/08/18	84.00
	305166	31/08/18	RJ Farrow	Skip waste 22/8/18	175.00
	305165	29/08/18	YLCA	Training event for councils annual turnover of 200k JJ & SG	230.00
	305164	31/08/18	Broxap	x 2 Derby standard litter bins	550.90
	305163	31/08/18	CE & CM Walker Ltd	14/08/18 29/8/18 verges 10/08/18	1925.00
	305162	28/08/18	Sam Turners	Cement plastic x2, sand soft builders x1	9.88
		21/08/18	Sam Turners	Safety boots x1	47.45
		28/08/18	Sam Turners	Safety boots x1 size 8	27.70
		22/08/18	Sam Turners	Safety shoes, x4 trousers	81.50

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	24/08/18	Sam Turners	Sand and gravel 20mm bulk, cement plastic x4	44.11
	16/08/18	Sam Turners	Work trouser black x1 gloves x1	17.89
	30/08/18	Sam Turners	Dewalt cordless grinder	415.00
	09/08/18	Sam Turners	Paving slab 900x600mm qty 3	14.82
	03/08/18	Sam Turners	Interlock Rose Spray	17.71
	07/08/2018	Sam Turners	Paving slab 600x600x40 Qty 20	75.81
	13/08/2018	Sam Turners	Paving slabs	42.18
	13/08/18	Sam Turners	Paving slab 600x600x40 Qty 18	68.23

Petty Cash

Date	Rec No.	Supplier	Des	Exp.
30/08/18	1819/78	Goodwins	Washing up liquid	2.36
30/08/18	1819/79	Lewis & Cooper	Refreshments	1.09
30/08/18	1819/80	Asda	Refreshments	8.70
30/08/18	1819/81	Co-Op	Fuel for machinery	18.00
05/09/18	1819/82	Barkers	Stamps	31.08
07/09/18	1819/83	Boyes	Back to Black	10.00
10/09/18	1819/84	Boyes	Light Bulbs	5.00
17/09/18	1819/85	J T Atkinson	Paving slabs	12.22
18/09/18	1819/86	Asda	Refreshments	9.79
18/09/18	1819/87	b&m	Decorating pole	17.99
20/09/18	1819/88	Lewis & Cooper	Refreshments	1.99
20/09/18	1819/89	b&m	Rollers	20.98
02/10/18	1819/90	Boyes	White spirit	3.70
26/09/18	1819/91	Lewis & Cooper	Refreshments	1.99
25/09/18	1819/92	Barkers	Stamps	31.08
26/09/18	1819/93	CEF	3 Low energy bulbs	11.77

Resolved:	Orders and Payments are received All in favour
TC/1257	REQUESTS TO OBTAIN OR PRESENT INFORMATION – Items being notified to the Town Mayor and Town Clerk prior to the start of the meeting and being of an informative nature only, not able to be dealt with by the office and not resulting in policy decisions or financial implications for the Town Council. Cllr Atkin asked about the A boards in the high street he was informed that NYCC had been informed again and they have asked for the name of businesses that are causing concern and they will contact them direct. Cllr Atkin also asked about the blocked gullies on Yafforth Road, these have been passed on to contractors to be cleaned.
TC/1258	To consider exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 for items 22,23 due to the confidential nature of the business
Resolved:	All in favour
TC/1259	To receive and approve Private Session Minutes a. Town Council 17 th September 2018
Resolved:	a. Town Council 16 th July 2018 minutes are received and approved All in favour
TC/1260	To discuss payment of extra hours

Town Council Meeting held Monday 15th October 2018

	Councillors discussed the extra hour payment and extra hours to be worked
Resolved:	a. Extra hours are paid All in favour b. Admin Assistant hours increased All in favour

Meeting Closed 8.10 pm